

OFF HIGHWAY VEHICLE PROGRAM



FY 2007 GRANT APPLICATION

Montana Fish, Wildlife & Parks
Off Highway Vehicle Program
Parks Division
1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620

Name of Sponsor

Name of Project

Application Format and Deadlines

Notice: Application requirements may change from year to year. Please read the entire application, all application guidelines, and fact sheets before starting work on your application. Understand the application in detail before you start. Call the FWP Trails Office with questions.

Binder. Follow this FWP application format and place the application in a three-ring binder. Place the name of your organization and the name of your project on the outside cover and spine of the binder.

Index. The application should be divided with index tabs as follows:

1. Project Application Summary Sheet
2. Checklist
3. General Information
4. Project description
5. Project Map
6. Project Cost Information
7. Environmental Assessment (MEPA/NEPA Checklist)
8. Public comment
9. Noxious Weed Plan
10. Wildlife and Fisheries Review Forms
11. Meeting minutes (if necessary)
12. Letters of support

Paper Size. Use only 8 ½" X 11" paper stock. If submitting a map in a larger format, provide 10 copies of each such map with your application.

One Sided. Paper should have print on only one side. Do not include two-sided copies.

No Staples. There should be no staples in your application.

Number of Copies. Four copies of the application must be submitted to:

Montana Fish, Wildlife & Parks
Off Highway Vehicle Program
Parks Division
1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620

Key Dates. The following dates should be used as guidelines in the preparation of an OHV grant application.

May 13, 2006 Project description, maps, and Wildlife & Fisheries Review Forms should be submitted to wildlife & fisheries biologists.

May 29, 2006 By this date, grants sponsors should have posted a legal ad in the newspaper to announce a 30-day public comment period. Sponsors should engage the public beyond the legal ad, through such things as news

articles, public meetings, etc., but the legal ad is a minimum requirement to be eligible for an OHV grant.

Application Date. This date is an absolute deadline and is not negotiable.

July 1, 2006 Completed applications must be mailed to FWP. Postmarks after the July 1 deadline will not be accepted. No supplementary materials will be accepted after the July 1 deadline.

Note: Any applicant with an OHV grant approved prior to 2003, which has not yet been completed, is not eligible to apply for an FY 2007 grant.

FY 2007 Off Highway Vehicle Program Summary Page

Fill in this summary page completely. Your answers and explanations should be brief.

1. Project Sponsor _____
Name of Agency, Organization, Club
2. Project Name _____
Trail Name and/or Number or Project Title
3. Project Type _____
Diversified, Motorized
4. Land Ownership _____
Private, Municipal, County, State, Forest Service, BLM, etc.
5. Concise Project Description _____
(Examples: Trail Renovation, Weed Control, etc.)
6. Grant Amount Requested \$ _____
7. Sponsor Contribution \$ _____
Include funds, value of donated materials, volunteer labor, etc.
8. Total Project Cost \$ _____

Checklist

This checklist is to aid you in completing your OHV grant application. FWP will compare this checklist to your application to be sure you have included all of the necessary documentation and have provided four (4) copies of the completed application. Please check the appropriate items below as you complete preparation of your application and include this checklist with your application.

- _____ Completed and signed application form
- _____ Sponsor contact person's name, telephone number and address are included and legible
- _____ If project is on land not owned by the sponsor (private or public), include letters of support from the landowner and copies of 25-year leases or easements or letters authorizing access for the project if land is private.
- _____ Letters of support from trail user groups/individuals
- _____ MEPA NEPA Checklist compliance:
 - _____ Checklist must be dated within 2 years of application deadline
 - _____ Public Comment: Legal notice within 2 years of application deadline: how you scoped, for how long, public input received
 - _____ Alternatives considered and analyzed (3 minimum, more preferred)
 - _____ Discussion of why a particular alternative was selected
- _____ If a private organization, copy of minutes of meeting approving application
- _____ Wildlife Review Form signed and dated within 2 years of application deadline
- _____ Fisheries Review Form signed and dated within 2 years of application deadline
- _____ Map showing project area (a USGS 1:24,000 scale map at a minimum)
- _____ Noxious weed plan, if required
- _____ Provide four (4) completed copies of the application
- _____ Name of organization and project appears on outside cover and spine of binder

Part A. General Information

1. Classification of Project Applicant (Check one)

Government	Organization
<input type="checkbox"/> Federal	<input type="checkbox"/> Partnership
<input type="checkbox"/> State	<input type="checkbox"/> Incorporated Organization
<input type="checkbox"/> Municipality	<input type="checkbox"/> Other (Explain)
<input type="checkbox"/> County	
<input type="checkbox"/> Reservation	

2. _____
Name of Applicant (Agency, organization)

3. _____
Address

4. _____
Applicant Contact Person

Home Telephone Work Telephone FAX E-mail

5. Classification of Land (Check one)

☐ Public Land ☐ Private Land ☐ Combination Public & Private

6. Project Location.

_____ County	_____ Township, Range, Section, 1/4 Section	
_____ City, Town	_____ National Forest	_____ BLM Unit

7. Type of Project (Check all that apply).

- ☐ Maintenance of trails
- ☐ Restoration of areas damaged by use
- ☐ Development of trailside and trailhead facilities
- ☐ Acquisition (must be from willing seller)
- ☐ Safety Education/Interpretation

8. Project Description. Describe the scope of work and what you intend to accomplish with this project. Limit your response to no more than 1,000 words. Additional information should include provisions for disabled access, user abilities served and range of abilities served, provisions for cultural and natural resource interpretation, provisions for safety information and education and unique attributes or features of this project that could serve as examples to other projects. Include maps (area and project specific maps, with a USGS 1:24,000 quad map (or more, if necessary to show entire project area). Identify on project specific map locations of structures, access points, trailheads and trailside facilities.

9. Intended Use (Check one)

- ☐ 1) Motorized single use (such as dirt bike or ATV only)
- ☐ 2) Motorized diversified use (more than one motorized use)

10. Trail use types that will benefit from this project

- | | |
|--|---|
| <input type="checkbox"/> Bicycle | <input type="checkbox"/> Hiking/Jogging |
| <input type="checkbox"/> Dirt Bike | <input type="checkbox"/> Snowmobile |
| <input type="checkbox"/> Equestrian | <input type="checkbox"/> Cross Country Skiing |
| <input type="checkbox"/> All-Terrain Vehicle | <input type="checkbox"/> Four Wheel Vehicles (trucks) |

Provide letters of support from user groups or organizations that support and plan to use the trail.

11. Does this project link to or is it an integral part of any other existing trail, trail system, greenway, scenic byway; natural, cultural, historical, recreation or park area/s?

☐ Yes ☐ No

If yes, explain.

12. Provide information about the level of public and volunteer assistance or non-traditional labor involved in project including public funding, private funds, fund donations, in-kind service, donated materials and labor.

13. Describe partnerships that have been or will be created to implement this project
14. Will this project construct, maintain or rehabilitate facilities for person's with disabilities, senior citizens, or other challenged groups? If so, explain.
15. Who will operate and maintain this project when completed?
16. Does this project include cultural and/or natural resource interpretation, ethics, safety, and education? If so, describe.
17. Will this project widen an existing trail? If so, describe the extent and locations of widening and the rationale for it. (This information should be provided by the land managing agency)
18. What impact will this project have on the current types of trail users? Are certain types of users likely to be adversely impacted or displaced by this project? (This should be completed by land managing agency).
19. Project Time Schedule. How long after grant agreement signing will project be initiated? Note: Project should be completed in two (2) years.
20. Trail Ranger Projects. If your project includes a request for a trail ranger, please fill out Table 1. Be as specific as possible in every instance.
21. Resource Protection and Enhancement. Please describe whether or not your project would protect and enhance natural resources, or consider avoidance of problem areas, or mitigation of unavoidable damage to the resources. Such activities might include rail-trail conversions, utility right-of-ways for trails, soil erosion control, and re-routes to avoid wet areas, highly erosive soils, or critical wildlife habitat.
22. Is any part of this trail currently under litigation in a court of law?

Please note the following OHV grant rules for USFS Trail Ranger projects.

Pay grade is fixed at the GS-5 level.

Holiday pay and per diem will be paid by the U.S. Forest Service.

Project duration for all Trail Ranger projects is fixed at April 15th to November 30th.

OHV grant funding covers salaries only.

Ranger Districts should form cross-management areas for Trail Rangers when practical.

U.S. Forest Service training must be aimed at the level needed by the Trail Rangers.

Trail Rangers will provide Level I and Level II maintenance.

Trail Rangers providing Level III maintenance must be approved prior to work being done.

Trail Rangers should prioritize work to greatest needs: field presence, education, enforcement.

Part B. Project Cost Information

Table 1. Financial Information.				
Category	Grant Request	Sponsor Funds	Value of In-Kind Contributions	Total Project Costs
Design and Engineering				
Labor				
Equipment Rental				
Construction Contracts				
Materials				
Purchase/Lease of Maintenance Equipment				
Operation of Maintenance Equipment				
Total Project Costs				

Important: Identify amounts and sources of sponsor funds and in-kind contribution, including the value of volunteer labor.

Be specific: For labor, list the number of employees, salaries, # of hours and the weeks/months of year this grant will finance. For materials, list the quantities of materials and cost thereof. For rent or purchase/lease of equipment, list the items of equipment and cost per item.

Part C. Environmental Overview

The Montana Environmental Policy Act (MEPA) and National Environmental Policy Act (NEPA) must be satisfied by the sponsor and land management agency involved in the project whether that project is on federal, state, county, city or private land. The official Montana Fish, Wildlife & Parks MEPA NEPA Checklist is the required format for satisfying MEPA and NEPA for the Recreational Trails Program. The following types of projects are exempted from completion of the FWP MEPA NEPA Checklist: ethics or safety education brochures, and portable exhibits and displays.

Note: Dated MEPA NEPA Checklists and biological review forms are good for two years. If the proposed project is exactly the same as last year's (no variations whatsoever), the MEPA NEPA Checklist and biological review forms from last year may be used with this application.

Part D. Noxious Weed Plan

Please attach a noxious weed plan. Refer to grant application guidelines for details. No weed plan is needed for ethics or safety education brochures, and portable exhibits and displays.

Part E. Wildlife And Fisheries Review

Provide a copy of the Wildlife and Fisheries Review Form signed by federal or state wildlife and fisheries biologists or professional consulting biologists. Have your project description, maps, and other information with you at your meeting with the biologists. We advise that you have materials to biologists by May 13, 2006. Only the following types of projects are exempted from completion of these review forms: ethics-or safety-education brochures, portable exhibits, and displays.

Part F. Public Comment

Public Comment. At minimum, an advertisement must be placed in the legal ad section of the nearest daily newspaper with widest circulation in the community. The ad should briefly describe the project being proposed and the deadline for the public comment period. The public comment period should be a minimum of 30 days. The ad should describe a simple means for interested people to review and comment on the proposal. Public comment for this project must have occurred within 24 months (2 years) of the grant submission deadline.

- a). Please include a photocopy of the legal advertisement, showing the date on which it ran in the newspaper.
- b). Describe the total public involvement for this project beyond the legal ad. Projects may not be planned in isolation. The general public, adjacent landowners, and other interested parties should be involved from the onset. Promotion of public participation may be through newspaper articles and any other means available, such as public meetings, federal quarterly newsletters, TV programs, radio announcements, etc.

Signatures

Typed Name and Title of Authorized Official

Signature of Authorized Official

Date